

# CHRIST CHURCH VESTRY MINUTES

April 25th, 2021

## 01. Call to Order & Quorum.

- a. Present were: Seth Sizer; Rachel Lamar; Rebecca Smith; Troy Eichenberger; Chip Caldwell; Barbara Arthur; Ray Barney, Junior Warden; and Fr. Will Levanway, Priest in Charge. Also present was Brian Henry, Parish Admin. Mark Reneau joined at 12:28.
- b. Absent: Charlotte Boatwright.
- c. Upon declaration that a quorum was in attendance, the Zoom meeting was called to order at 12:10pm

## 02. Opening Prayer & Devotion. Fr. Will Levanway.

## 03. Accept Previous Minutes.

- a. Any additions or modifications were solicited. A motion was made to accept the minutes from the March meeting. After a second, the motion passed.

## 04. Safeguarding

- a. **Motion was made to add a Safeguarding line to the budget with \$90 in the budget**, for the purpose of background checking out staff employees at the minimum to meet Safeguarding policies. After a second, discussion opened.
  1. Rebecca asked if BG checks from other employers will count. Brian answered that the church has to have the BG check on file, so they don't think it's able to be carried over.
  2. Troy asked, since more than just the staff need to be background checks, should we just add more to the budget right now? Fr. Will said he felt maybe we should seek more clarification about who exactly needs it before we add more. Ray suggested we do \$360, which would take care of the Vestry + our 3 staff members.
  3. Ray made a **motion to amend this to \$360 in the budget line**. After a second, **the motion with amendment passed**.

## 05. Return to Worship Timeline

*Mark Reneau joined the meeting at this point.*

- a. Fr. Will proposed the following timeline:
  - **June-July:** We move towards reduced capacity without registration. We will need ushers to guide people to distanced seating and to shut the doors when we've reached capacity. If we run into consistent problems with too many people, we may add more services for the time being.
  - **Mid-August:** A more fulsome opening around the Assumption of Mary.
  - **September-October:** Church Fête.
  - **All Souls':** Big requiem, where we can mark coming back together fully and those who have passed.
- b. Mark Reneau asked about singing. Fr. Will said he and Karla are doing more research into what's safe and what the CDC is currently recommending.

- c. Troy asked when will children's formation resume in-person. Fr. Will said he and Betsy have been talking it over about what that will look like and what she's comfortable with, but they're unsure when just yet, perhaps around July, but definitely by autumn.
- d. Barbara asked if there's a way we can politely and discreetly track who has been vaccinated. Fr. Will said there's a part of him that thinks that would be good, but he cannot think of a way to diplomatically ask for that information. Rachel felt that asking people is an infringement of their privacy, because there are various reasons they may not get vaccinated.
- e. Ray asked that we adhere to the CDC guidelines as we open up in regards to masks, capacity, etc. Fr. Will said while we definitely should keep an eye on the CDC guidelines, he doesn't think they have been giving specific guidelines for churches and so isn't sure we want to strictly bind ourselves to guidelines that may not be applicable, and we may even want to be more conservative than their guidelines at times.
- f. Troy observed that Michigan's four dioceses have all opened at 25% capacity and that may be a good guideline to follow.

## 06. Software Budget

- a. When our accountant was fired last year and we took over paying for QuickBooks ourselves, this was not factored into the software budget. Neither was our unexpectedly necessary Zoom subscription factored in. As of now, \$553 of the budgeted \$600 has been spent. To continue to pay for our regular software subscriptions throughout the year, the budget needs to be increased to a total of \$1,570.
- b. **Seth made a motion to increase the Software budget to \$1,600. After a second, the motion passed.**

## 07. National Register of Historic Places.

- a. We are now on the State and National Registers of Historic Places.
- b. Fr. Will proposed we have a corner of Fox Hall that is dedicated to the history of the place, especially for folks who come by to visit historic places.
- c. Thanks and acknowledgement was given to Nancy Poston for doing the work to get us placed on the registers.

## 08. Developmental Goal.

*Study Episcopal polity and governance and ensure that the parish is operating within those bounds, including a robust understanding of how authority is properly shared within our tradition.*

- a. Fr. Will suggested the members of the vestry subscribe to the Diocesan Newsletter.

## 09. Questions to Clergy and Wardens

- a. Troy asked if we had sent in the Parochial Report yet. It was submitted on April 23rd.

## 10. Junior Warden Report

### a. Cleaning Services

- l. Ray reported that, as part of her duties as junior warden, she was looking into how much we spend on our janitorial services. She found our current cleaning folks come twice a month, and we pay them \$250 each time. She met with them Friday morning, they said they work about 45 minutes to an hour to clean

the whole church and the Canterbury building. She felt that was expensive for not enough time spent, and we might be able to do better. She has gotten a quote from CMS Cleaning so far, and is getting a quote from JanPro next week.

2. CMS walked through the entire church building and the Canterbury building, with Ray pointing out what we wanted cleaned. CMS quoted us cheaper than what we are currently paying, and is insured, which our current cleaning people are not.
  - Cleaning Every Other Week: \$395 per month.
  - Cleaning Once per week: \$695 per month.
  - Cleaning Twice per week: \$895 per month.
3. Chip noted in section 2.4 of CMS's proposal that it says we need to buy toilet tissue, paper towels, hand soap and trash liners from them. Chip does not want us to be bound to buying from them. Ray said she will talk to them about that.
4. Chip apologized that, under his term as warden, he never gave our current cleaning crew any guidance or feedback on complaints, and that he feels a little guilty that we're firing them before giving them a chance to improve. He also said we are a church that values diversity, and these are two hispanic women that we would be firing.
5. Rebecca suggested we get a quote from a black-owned cleaning business called Mean Green Janitorial.

**b. Memorial Garden**

1. Seth asked Ray if she had found the National Cemetery's policy on pets. Ray said their policy is no pets, and we are getting a sign that says no pets in the Memorial Garden.
2. Rebecca asked if we might want to collaborate with the First Presbyterian on that little patch of greenery we share by the Presbyterian parking lot entrance to have it be a designated pet spot, with bags for disposing of waste. Fr. Will said he would give them a call and ask if they'd be open to that.

**11. Next Meeting**

- a. We will meet on May 16th, and Canon SuzAnne will join us. Time TBD.

**12. Closing Prayer & Adjournment.** Fr. Will Levanway.

Meeting adjourned at 1:22 PM.

Respectfully Submitted,  
Brian J. Henry